

A G E N D A

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

**Quarterly Meeting
Tuesday, October 6, 2015
12:00 p.m.
Closed session immediately following**

Housing Authority of the County of Merced
Administration Building
405 "U" Street
Board Room – Building B (Second Floor)
Merced, CA 95341
(209) 386-4139

Rachel Torres, Chairperson
Jose Delgadillo, Vice-Chair
Lyle Davis
Evelyn Dorsey
Rick Osorio
Margaret Pia
Jose Resendez

All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.

All supporting documentation is available for public review in the office of the Administrative Assistant located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at www.merced-pha.com

Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.

I. CALL TO ORDER AND ROLL

II. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA

(M/S/C): ____/____/____

III. APPROVAL OF THE FOLLOWING MEETING MINUTES:

A. September 15, 2015 Regular Meeting

(M/S/C): ____/____/____

IV. UNSCHEDULED ORAL COMMUNICATION

NOTICE TO THE PUBLIC

This portion of the meeting is set aside for members of the public to comment on any item within the jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

V. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Housing Authority and will be adopted by one action of the Board of Commissioners, unless any Board Member has any question(s), or wishes to discuss an item. In that event, the Chairperson will remove that item from the Consent Calendar and place it for separate consideration.

A. Rent Delinquency Report for September 2015

(M/S/C): ____/____/____

VI. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

A. Information/Discussion Item(s):

1.) Director's Updates

B. Resolution Item(s):

- 1.) **Resolution No. 2015-20:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 15-OMS-10544 for the Atwater/Livingston Migrant Center.

(M/S/C): ____/____/____

- 2.) **Resolution No. 2015-21:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 15-OMS-10545 for the Rafael Silva/Los Banos Migrant Center.

(M/S/C): ____/____/____

- 3.) **Resolution No. 2015-22:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 15-OMS-10546 for the Felix Torres Migrant Center.

(M/S/C): ____/____/____

- 4.) **Resolution No. 2015-23:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 15-OMS-10547 for the Merced Migrant Center.

(M/S/C): ____/____/____

- 5.) **Resolution No. 2015-24:** Approving Side Letter of Understanding between Local 2703, American Federation of State, County and Municipal Employees (AFL-CIO) and The Housing Authority of The County of Merced regarding employer provided uniforms.

(M/S/C): ____/____/____

- 6.) **Resolution No. 2015-25:** Approving the write-off of bad debts from tenants accounts receivable.

(M/S/C): ____/____/____

C. Action Item(s): None

VII. COMMISSIONER'S COMMENTS:

VIII. CLOSED SESSION ITEM(S):

IX. ADJOURNMENT

MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting Tuesday, September 15, 2015

- I. The meeting was called to order by Chairperson Torres at 5:30 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Rachel Torres, Chairperson
Jose Delgadillo, Vice Chairperson
Lyle Davis
Evelyne Dorsey
Rick Osorio
Jose Resendez

Commissioners Absent:

Margaret Pia

Chairperson Torres declared there was a quorum present.

Staff Present:

John Daugherty, Finance Officer
Gina Thexton, Housing Programs Director
Maria F. Alvarado, Executive Assistant

Others Present:

None

- II. **COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA:**

None

(M/S/C): Commissioner Delgadillo/Commissioner Resendez/passed unanimously

- III. **APPROVAL OF THE FOLLOWING MEETING MINUTES:**

A. August 18, 2015 Regular Meeting

(M/S/C): Commissioner Resendez/Commissioner Delgadillo/passed unanimously

- IV. **UNSCHEDULED COMMUNICATION**

None

V. CONSENT CALENDAR:

A. Rent Delinquency Report for August 2015

B. Financial Reports for August 2015

(M/S/C): Commissioner Delgadillo/Commissioner Dorsey/passed unanimously

VI. BUSINESS CONTINUED (INFORMATION AND DISCUSSION, RESOLUTION AND ACTION ITEMS):

C. Information/discussion Item(s):

1.) Director Updates:

- a. John Daugherty provided the Board with update of 1st Street rehab work and provided vacancy update for Planada. He informed the Board the approval of the audit from HUD had been received.

B. Resolution Item(s):

1.) Resolution No. 2015-18: Amending the previously approved Salary Schedule to reflect the additional allocation for the position of Farmworker Housing Manager.

The Board was instructed to note that the Effective date for the revised Salary Schedule is August 21, 2015 and the Revised date is September 15, 2015.

(M/S/C): Commissioner Delgadillo/Commissioner Dorsey/passed unanimously

2.) Resolution No. 2015-19: Approving and adopting the Salary Schedule for the Housing Authority of the County of Merced between October 1, 2008 through February 16, 2015.

(M/S/C): Commissioner Davis/Commissioner Dorsey/passed unanimously

C. Action Item(s)

1.) Action Item 2015-A-02: Accepting A133 Single Audit Report for Fiscal Year Ending 9/30/2014

(M/S/C): Commissioner Resendez/Commissioner Dorsey/passed unanimously

VII. COMMISSIONER'S COMMENTS:

- Commissioner Davis expressed his sympathy for Commissioner Osorio's loss.
- Commissioner Dorsey expressed her sympathy for Commissioner Osorio's loss.
- Vice-Chair Delgadillo expressed he was glad to see Commissioner Osorio present and was sad that Commissioner Pia was not in attendance.

- Commissioner Resendez expressed his sympathy for Commissioner Osorio's loss and was glad to see him present.
- Chairperson Torres expressed her sympathy for Commissioner Osorio's loss.
- Commissioner Delgadillo requests an update of the Organizational Chart with Salary Schedule.

VIII. CLOSED SESSION ITEM(S):

None

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 5:48 p.m.

Chairperson Signature / Date

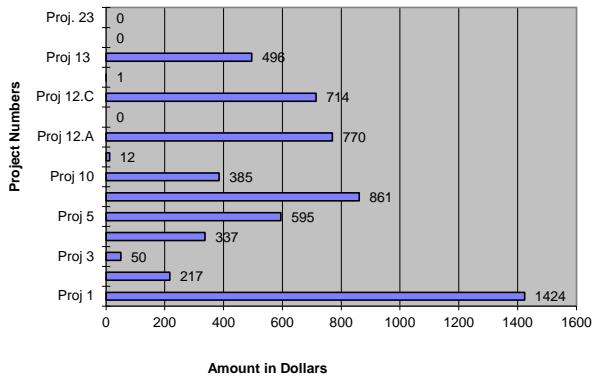
Secretary Signature/ Date

**HOUSING AUTHORITY OF THE COUNTY OF MERCED
TENANTS' DELINQUENT BALANCES**

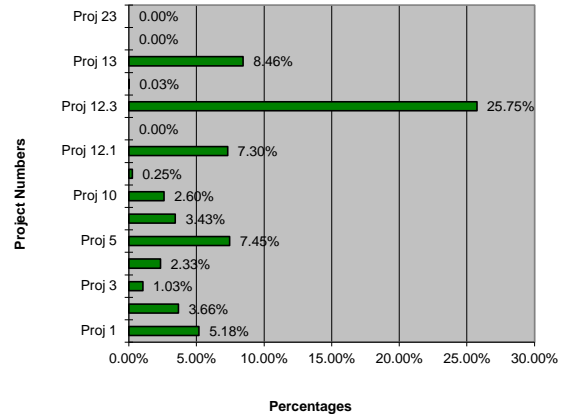
Sep-15

Project Name	Project #	Total Units	Total # delinquent	Delinquent	Work Orders	Retro Charges	Repay. Agreements	Total Rent	% of Delinq.
Gateway Homes	Proj 1	101	11	1424	154	-	2089	27,469	5.18%
Linda Vista Homes	Proj 2	20	4	217	-	-	0	5,936	3.66%
Cameo Court Homes	Proj 3	15	4	50	514	-	0	4,861	1.03%
Abby Circle Homes	Proj 4	40	11	337	-	-	23	14,434	2.33%
Globe Ave. Homes	Proj 5	30	4	595	-	-	481	7,982	7.45%
Livingston Homes	Proj 6	60	14	861	98	2,583	204	25,068	3.43%
Merced Turnkey Homes	Proj 10	44	4	385	-	-	867	14,821	2.60%
Los Banos Homes	Proj 11	10	2	12	-	-	0	4,843	0.25%
Atwater Homes	Proj 12.A	36	6	770	45	-	831	10,546	7.30%
Winton Homes	Proj 12.B	6	1	0	50	-	0	2,870	0.00%
Dos Palos Homes	Proj 12.C	12	5	714	243	-	25	2,773	25.75%
So. Dos Palos Homes	Proj 12.D	10	4	1	-	-	1270	3,504	0.03%
Merced Elderly Complex	Proj 13	28	2	496	90	-	381	5,866	8.46%
Merced 1st Acquisition	Proj. 21	1	0	0	-	-	0	292	0.00%
Atwater Acquisition	Proj. 23	2	0	0	-	-	0	546	0.00%
		415		5862	1194	2583	6171	131811	4.45%

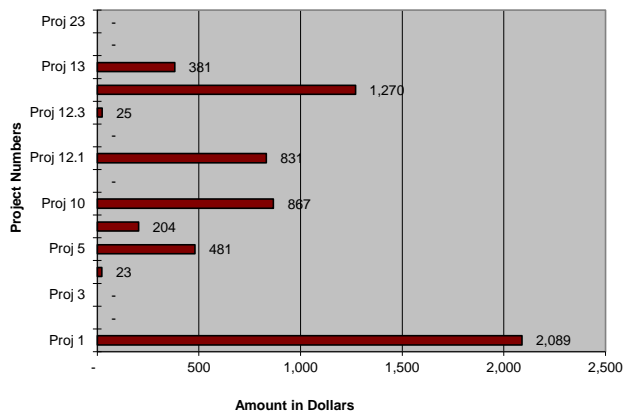
Total Delinquency Chart



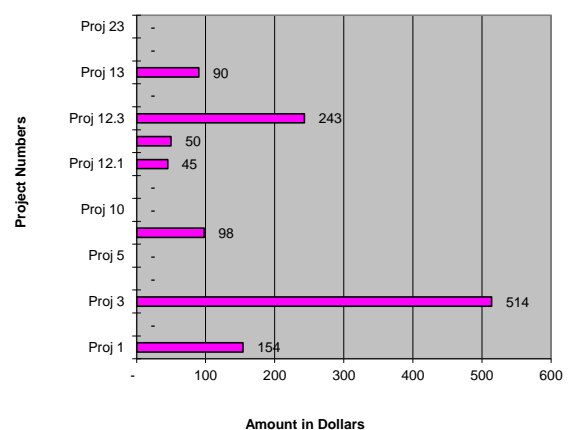
PERCENT OF DELINQUENCY



Repayment Agreement



Work Order Balances



	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
Percent Delinquent 2014	3.14%	4.28%	4.07%	2.70%	3.15%	2.06%
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
Percent Delinquent	2.13%	2.47%	2.92%	2.18%	2.13%	2.87%
Average Delinquency						2.84%

	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13
Percent Delinquent 2013	6.22%	3.55%	2.87%	2.73%	3.47%	2.57%
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Percent Delinquent	1.84%	2.26%	2.32%	3.07%	4.26%	2.98%
Average Delinquency						2.79%

PHAS Tracking Summary
Fiscal Year Ending 09/30/15

Indicators		Estimated Status at End of Month											
Sub-Indicator #1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		4	16	32	33	57	58	57	57	70	101	108	119
Average Lease Up Days		1	4	5	4	4	3	3	3	3	3	3	2
Make Ready Time		18	55	76	94	117	151	159	179	245	339	364	463
Average Make Ready Days		5	14	12	12	9	9	8	9	9	9	9	9
Down Days		0	0	0	0	0	0	0	0	0	7	7	8
Average Down Days		0	0	0	0	0	0	0	0	0	0	0	0
Total # Vacant Units Turned		1	4	6	8	13	17	19	21	27	38	41	49
Total # Turn Around Days		22	71	107	127	174	209	216	225	315	447	479	568
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	6	18	18	16	13	12	11	11	12	12	12	12

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Average # days to complete Non-Emergency Work Orders	A = 25 days or less3 B=26-360 C=31-40 D=41-50 E=51-60 F= greater than 60	4	6	5	5	5	5	6	6	6	6	6	7

MEMORANDUM

To: Board of Commissioners,
Housing Authority of the County of Merced

From: Rennise Ferrario, Executive Director

Date: October 25, 2015

Subject: Quarterly Report – Migrant Centers/FT Year-Round/Safety

The migrant program is approaching the conclusion of another successful season. There are many activities and positive points worth mentioning that have taken place during this quarter. Center managers and aids continue to provide professional customer service to our families, attend to a variety of maintenance repairs, improve curb appeal, and making sure that program rules are followed.

During this quarter, Merced and Planada migrant centers played two soccer matches. The first game took place at the Felix Torres complex, where Merced beat Planada 6 to 4 goals. However, two weeks later we had a rematch at Merced migrant center, but this time, Planada migrant defeated Merced 6 to 5. In 2016 we are planning to create a small soccer league between the four centers to motivate residents into exercising and keep kids out of trouble. All our migrant centers have a soccer field, and volley ball courts. Currently only Los Banos migrant center has a basketball court, but we are in the initial process to find a contractor to build a basketball court at the Felix Torres year round complex with USDA funds available from money left over from the construction of the two new buildings at the site. A good portion of kids after school come home from sitting down in a chair all day working, and then sit down on the couch and watch TV. Kids need to exercise and stay active. A healthy body means a healthy brain, and we will continue to do what is in our hands to keep them engaged in positive activities.

In September, Atwater migrant center held its second tenant meeting to discuss the extension request process, the importance of taking care of children, and some tips on preparing resident units for move out inspections. Mr. Davis Ramos was invited, and he talked about school bussing, and the importance of parents' engagement in the kids learning process. Mrs. Liliana Barron (Family Services) migrant AP childcare talked about how their agency helps pay for childcare when families don't qualify for State sponsored programs, finally, Mr. Juan Estupinan OMS representative expanded a little

more about extensions, and wished tenants success and health during the months they will be away from the center during the off season.

Atwater Baptist Church spent one week in August with children at Atwater and Merced migrant centers. Kids were doing arts and crafts, played soccer. Church gave away school supplies (note books, pencils, pens and back packs.) It also provided new clothing and shoes to every school aged child, and every family received a bag of food. Especially important was the mobile unit with a certified physician for everyone who needed to be seen.

At the Felix Torres complex there has been a lot of activity during this quarter related to maintenance; starting with several water leaks that have been repaired immediately, replacement of broken sprinklers, units A/C system repairs. But on the other hand, after the installation of the new DVF panel for the well pump, the grounds are green again, and curb appeal is back to its usual charm. All security doors installation has been completed and locks were master keyed; several trees and colorful flowers have been planted throughout the center as well, all A/C filters have been replaced by staff, and Francisco made several repairs to the riding mowers, saving the program hefty labor costs. An average of five (5) re-certifications is conducted every month at the center; therefore it is fundamental to enforce regulations and datelines at all times to achieve our goals related to occupancy and customer service.

Los Banos migrant center continues to be fully occupied, and things are running smoothly with the dedicated work of Armando Ornelas. Recently Armando and Samuel were working in repairing a major electrical problem in the center, as well as repairing a main water leak, on both situations; staff was able to successfully repair both problems. All center managers have exceptional abilities which contribute to the success of our program, one of them being their ability to conduct the majority of repairs in house, and most importantly, the sincere concern for the well being of our tenants and the vocation to serve others.

Migrant Program Occupancy

CENTER NAME	OCCUPIED UNITS	TOTAL UNITS
Felix Torres Year Round	50	50
Planada Migrant Center	23	72
Merced Migrant Center	49	49
Atwater Migrant Center	59	59
Los Banos Migrant Center	48	48

2016 VERIFICATION ON OPENING AND CLOSING DATES

CENTER NAME	OPENING DATE	CLOSING DATE
Atwater Migrant Center	April 18, 2016	October 17, 2016
Planada Migrant Center	June 2, 2016	November 28, 2016
Los Banos Migrant Center	May 17, 2016	November 14, 2016
Merced Migrant Center	May 23, 2016	November 18, 2016

SAFETY:

On July 31, Maria Alvarado conducted a “Cash for Safety” presentation to the HCV program.

October 29 we will have our agency quarterly safety meeting.

Currently there are no safety incidents or events to report for this quarter.

Migrant program staff continues to attend our monthly safety meetings and conduct quarterly facilities safety inspections.

Program vehicles inspections are conducted as scheduled and any issues are addressed immediately.

MEMORANDUM

To: Board of Commissioners,
Housing Authority of the County of Merced

From: Rennise Ferrario, Executive Director

Date: October 6, 2015

Subject: Quarterly Report – Housing Services

HOUSING CHOICE VOUCHER PROGRAM

Budget:

Monthly Budget: \$1,439,824

98% of Budget: \$1,411,028

Current Expended HAP: \$1,401,570

Under Budget: \$38,254

Voucher Count:

- 2685 Voucher families under contract
- 1109 Participant families have at least one disabled family member in their household
- 489 Participant families have at least one elderly family member in their household
- 40 Transfer families housed

Lease-up:

- 162 New applicant voucher holders that are currently searching for suitable housing
- 7 Voucher holders have ported out to other jurisdictions
- 140 PBV Personal Declaration packets distributed
- 46 PBV vouchers leased
- 205 HCV Personal Declaration packets distributed
- 99 HCV vouchers issued
- 209 Request for Tenancy Approval forms received
- 154 New HCV families housed
- 9 Port-in families

Waiting List:

- 336 Families currently are on the wait list
- 128 Have at least one disabled family members in their household
- 168 Have at least one elderly family member in their household

General Statistics:

- 32 Participants have exited the Housing Choice Voucher Program

HCV Family Self-Sufficiency:

- 58 Families are actively enrolled in the Family Self-Sufficiency Program
- 20 Families have escrow accounts (\$47,087 combined total escrow amount)
- 0 Families “graduated” from the FSS program
- 1 Family forfeited their escrow account (\$80.00)

HOUSING SERVICES

421 Total number of conventional public housing units
73 Valley View/Project Based units
2788 Families currently on the Wait List

Current Vacancies:

3 Amp 1 (Merced)
0 Amp 2 (Atwater/Livingston/Winton)
0 Amp 3 (Los Banos/Dos Palos)
0 PBV (Dos Palos Elderly)
4 PBV View (Midway)
0 PBV (Atwater Elderly)

Vacancies Filled:

8 Merced
3 Atwater/Livingston/Winton
6 Los Banos/Dos Palos
0 PBV (Dos Palos Elderly)
7 PBV (Midway)
0 PBV (Atwater Elderly)

Delinquent Rents:

3.74% Average for the reporting quarter
2.81% Jul
3.97% Aug
4.45% Sep

Evictions:

0 Amp 1
1 Amp 2
0 Amp 3
0 PBV (Dos Palos Elderly)
1 PBV (Midway)
0 PBV (Atwater Elderly)

Maintenance Department:

458 Completed work orders
270 Amp 1
121 Amp 2
137 Amp 3

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: October 6, 2015

SUBJECT: Recommendation to adopt **Resolution No. 2015-20**, approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 15-OMS-10544 for the Atwater/Livingston Migrant Center

The Housing Authority of The County of Merced received the final approved budget, including the Operation and Maintenance Contract from the California Department of Housing and Community Development for the Atwater/Livingston Migrant Center:

Contract budget amounts for Fiscal Years 2015 – 2017 are as follows:

- 2015 – 2016 \$271,671.00
- 2016 – 2017 \$269,094.00

Contract provides funding for the operation and administration of the migrant facility.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2015-20**, approving the Operation and Maintenance Contract 15-OMS-10544 for the Atwater/Livingston Migrant Center and any further amendments increasing or decreasing funding, or any other conditions therein, and hereby appointing the Executive Director as the person designated with signature authority on behalf of the Board of Commissioners.

RESOLUTION NO. 2015-20

**APPROVING AND AUTHORIZING EXECUTION OF OPERATION AND
MAINTENANCE CONTRACT BETWEEN THE CALIFORNIA DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF
THE COUNTY OF MERCED CONTRACT 15-OMS-10544 FOR THE
ATWATER/LIVINGSTON MIGRANT CENTER**

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract for the 2015 – 2017 Fiscal Years for the Atwater/Livingston Migrant Center; and

WHEREAS, the California Department of Housing and Community Development has issued Operation and Maintenance Contract 15-OMS-10544 in the amount of \$540,765 for operational and maintenance costs of the Atwater/Livingston Migrant Center;

THEREFORE, be it resolved, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the execution of said Contract 15-OMS-10544 with the California Department of Housing and Community Development in the amount of \$540,765; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rennise Ferrario, to accept and execute this Contract and any Amendments thereto, and to take any necessary action to carry out the terms and conditions of the agreement.

The foregoing resolution was introduced at the October 6, 2015 Board Meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: October 6, 2015

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: October 6, 2015

SUBJECT: Recommendation to adopt **Resolution No. 2015-21**, approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 15-OMS-10545 for the Rafael Silva/Los Banos Migrant Center

The Housing Authority of The County of Merced received the final approved budget, including the Operation and Maintenance Contract from the California Department of Housing and Community Development for the Rafael Silva/Los Banos Migrant Center:

Contract budget amounts for Fiscal Years 2015 – 2017 are as follows:

- 2015 – 2016 \$265,568.00
- 2016 – 2017 \$263,361.00

Contract provides funding for the operation and administration of the migrant facility.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2015-21**, approving the Operation and Maintenance Contract 15-OMS-10545 for the Rafael Silva/Los Banos Migrant Center and any further amendments increasing or decreasing funding, or any other conditions therein, and hereby appointing the Executive Director as the person designated with signature authority on behalf of the Board of Commissioners.

RESOLUTION NO. 2015-21

**APPROVING AND AUTHORIZING EXECUTION OF OPERATION AND
MAINTENANCE CONTRACT BETWEEN THE CALIFORNIA DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF
THE COUNTY OF MERCED CONTRACT 15-OMS-10545 FOR THE RAFAEL
SILVA/LOS BANOS MIGRANT CENTER**

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract for the 2015 – 2017 Fiscal Years for the Rafael Silva/Los Banos Migrant Center; and

WHEREAS, the California Department of Housing and Community Development has issued Operation and Maintenance Contract 15-OMS-10545 in the amount of \$528,929 for operational and maintenance costs of the Rafael Silva/Los Banos Migrant Center;

THEREFORE, be it resolved, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the execution of said Contract 15-OMS-10545 with the California Department of Housing and Community Development in the amount of \$528,929; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rennise Ferrario, to accept and execute this Contract and any Amendments thereto, and to take any necessary action to carry out the terms and conditions of the agreement.

The foregoing resolution was introduced at the October 6, 2015 Board Meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: October 6, 2015

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: October 6, 2015

SUBJECT: Recommendation to adopt **Resolution No. 2015-22**, approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 15-OMS-10546 for the Felix Torres Migrant Center

The Housing Authority of The County of Merced received the final approved budget, including the Operation and Maintenance Contract from the California Department of Housing and Community Development for the Felix Torres Migrant Center:

Contract budget amounts for Fiscal Years 2015 – 2017 are as follows:

- 2015 – 2016 \$374,173.00
- 2016 – 2017 \$391,622.00

Contract provides funding for the operation and administration of the migrant facility.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2015-22**, approving the Operation and Maintenance Contract 15-OMS-10546 for the Felix Torres Migrant Center and any further amendments increasing or decreasing funding, or any other conditions therein, and hereby appointing the Executive Director as the person designated with signature authority on behalf of the Board of Commissioners.

RESOLUTION NO. 2015-22

**APPROVING AND AUTHORIZING EXECUTION OF OPERATION AND
MAINTENANCE CONTRACT BETWEEN THE CALIFORNIA DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF
THE COUNTY OF MERCED CONTRACT 15-OMS-10546 FOR THE FELIX TORRES
MIGRANT CENTER**

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract for the 2015 – 2017 Fiscal Years for the Felix Torres Migrant Center; and

WHEREAS, the California Department of Housing and Community Development has issued Operation and Maintenance Contract 15-OMS-10546 in the amount of \$765,795 for operational and maintenance costs of the Felix Torres Migrant Center;

THEREFORE, be it resolved, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the execution of said Contract 15-OMS-10546 with the California Department of Housing and Community Development in the amount of \$765,795; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rennise Ferrario, to accept and execute this Contract and any Amendments thereto, and to take any necessary action to carry out the terms and conditions of the agreement.

The foregoing resolution was introduced at the October 6, 2015 Board Meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: October 6, 2015

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: October 6, 2015

SUBJECT: Recommendation to adopt **Resolution No. 2015-23**, approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 15-OMS-10547 for the Merced Migrant Center

The Housing Authority of The County of Merced received the final approved budget, including the Operation and Maintenance Contract from the California Department of Housing and Community Development for the Merced Migrant Center:

Contract budget amounts for Fiscal Years 2015 – 2017 are as follows:

- 2015 – 2016 \$303,327.00
- 2016 – 2017 \$299,975.00

Contract provides funding for the operation and administration of the migrant facility.

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2015-23**, approving the Operation and Maintenance Contract 15-OMS-10547 for the Merced Migrant Center and any further amendments increasing or decreasing funding, or any other conditions therein, and hereby appointing the Executive Director as the person designated with signature authority on behalf of the Board of Commissioners.

RESOLUTION NO. 2015-23

**APPROVING AND AUTHORIZING EXECUTION OF OPERATION AND
MAINTENANCE CONTRACT BETWEEN THE CALIFORNIA DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT AND THE HOUSING AUTHORITY OF
THE COUNTY OF MERCED CONTRACT 15-OMS-10547 FOR THE MERCED
MIGRANT CENTER**

WHEREAS, the California Department of Housing and Community Development has provided an Operation and Maintenance Contract for the 2015 – 2017 Fiscal Years for the Merced Migrant Center; and

WHEREAS, the California Department of Housing and Community Development has issued Operation and Maintenance Contract 15-OMS-10547 in the amount of \$603,302 for operational and maintenance costs of the Merced Migrant Center;

THEREFORE, be it resolved, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the execution of said Contract 15-OMS-10547 with the California Department of Housing and Community Development in the amount of \$603,302; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby authorize the Executive Director, Rennise Ferrario, to accept and execute this Contract and any Amendments thereto, and to take any necessary action to carry out the terms and conditions of the agreement.

The foregoing resolution was introduced at the October 6, 2015 Board Meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: October 6, 2015

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: October 6, 2015

SUBJECT: Request for Board approval of **Resolution No. 2015-24:** Approving Side Letter of Understanding between Local 2703, American Federation of State, County and Municipal Employees (AFL-CIO) and The Housing Authority of The County of Merced regarding employer provided uniforms.

The California Public Employees' Retirement System Office of Audit Services has requested that the Housing Authority of The County of Merced ensure the monetary value of uniforms is reported as special compensation for classic employees. A monetary value has been determined and conditions for payment of uniforms has been included in a "Side Letter of Understanding" to the current Union Memorandum of Understanding.

The American Federation of State, County and Municipal Employees has approved and signed the "Side Letter". A copy of the "Side Letter" is attached for review.

RECOMMENDATION

It is recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2015-24:** Approving Side Letter of Understanding between Local 2703, American Federation of State, County and Municipal Employees (AFL-CIO) and The Housing Authority of The County of Merced regarding employer provided uniforms.

RESOLUTION 2015-24

RECOMMENDATION TO ADOPT RESOLUTION NO. 2015-24 APPROVING SIDE LETTER OF UNDERSTANDING BETWEEN LOCAL 2703, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFL-CIO) AND THE HOUSING AUTHORITY OF THE COUNTY OF MERCED REGARDING EMPLOYER PROVIDED UNIFORMS

WHEREAS, the California Public Employees' Retirement System Office of Audit Services has requested that the Housing Authority of The County of Merced ensure the monetary value of uniforms is reported as special compensation for classic employees; and

WHEREAS, a monetary value has been determined and conditions for payment of uniforms has been included in a "Side Letter of Understanding" to the current Agreement between the American Federation of State, County and Municipal Employees and the Housing Authority of the County of Merced; and

WHEREAS, the American Federation of State, County and Municipal Employees has approved and signed the "Side Letter";

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced hereby approves the "Side Letter" to the current Union Memorandum of Understanding, which states the value and condition for payment of uniforms for classic employees.

Motion:

Second:

Ayes:

Nayes:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: October 6, 2015

SIDELETTER OF UNDERSTANDING
between
THE HOUSING AUTHORITY OF THE COUNTY OF MERCED
and
Local 2703, AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO

Regarding Employer-provided Uniforms

RECITALS

WHEREAS, the California Public Employment Retirement System (CalPERS) has reviewed certain aspects of employee compensation at the Housing Authority of the County of Merced (hereinafter the Employer);

and

WHEREAS, CalPERS has directed that Employer-provided Uniforms is pensionable compensation for "Classic" members of CalPERS and must be sufficiently described in a labor agreement;

and

WHEREAS the employer has met and conferred with Local 2703 of the American Federation of State County and Municipal Employees (AFL-CIO) (hereinafter, the Union) who are the representatives of the miscellaneous employees of the Housing Authority.

and

WHEREAS the current MOU requires amendment to Article 13 – Salaries, Section 8: Uniforms in order to comply with CalPERS, the parties hereby agree as follows:

Article 13 – SALARIES, Section 8: Uniforms is hereby amended to read:

Section 8: Uniforms

The Employer will provide five (5) uniforms for all employees within specified regular classifications. Employees will maintain those assigned uniforms. Annual replacement of uniforms will be as follows:

Annually:	Five (5) shirts, Five (5) trousers One (1) pair safety boots (non-reportable safety equipment)
Bi-Annually:	One (1) jacket

The annual reportable value of uniforms provided is \$140.00 and, for "Classic" members in CalPERS this shall be reported as pensionable compensation to PERS, annually, on October 1 of each year. Employees who became members of CalPERS on or after January 1, 2013 are "New" members of CalPERS. The value of uniforms is specifically excluded from pensionable compensation for "New" members and will not be reported pursuant to the requirements of the California Public Employees' Pension Reform Act (PEPRA) of 2013.

Uniforms remain the property of the Housing Authority and shall be returned upon termination of employment. All uniform shirts and jackets shall include the following, attached permanently to the front of the garment:

1. A separate Employer identification patch
2. A separate Employee name patch

Classifications for which uniforms shall be provided include:

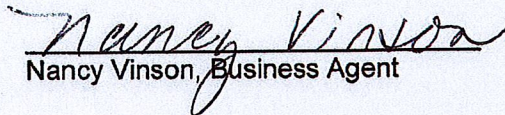
Storekeeper
Maintenance Worker I/II/III
Maintenance Foreman
Housing Complex Manager
Migrant Center Aide I/II
Utility Worker
Housing Inspector I/II

The provision of promotional clothing and/or equipment, including safety equipment, does not constitute or infer an obligation on the Employer to continue the allocation or replacement of such clothing or equipment previously issued except as required for safety or other job compliance.

EXECUTION

For AFSCME Local 2703:

Date: 9-10-15

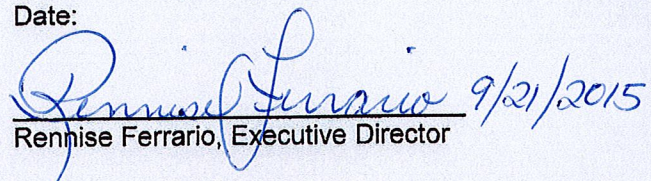

Nancy Vinson, Business Agent

For the Housing Authority of the County of Merced:

Date:

Rachel Torres, Board Chair

Date:

 9/21/2015
Rennise Ferrario, Executive Director

MEMORANDUM

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rennise Ferrario, Executive Director

DATE: October 6, 2015

SUBJECT: Recommendation to adopt Resolution No. 2015-25. It is recommended that the Board of Commissioners authorize the Executive Director or her designee to declare the amounts **(\$99,630.72)** uncollectible and to write off the uncollected amounts as a loss.

Every year the Housing Authority of the County of Merced, CA (HACM) writes off uncollectable amounts from former tenants' accounts. This write-off for **\$99,630.72** is permitted under federal regulation, favorably impacts HACM's Tenant Accounts Receivable PHAS score and is a generally accepted accounting practice. HACM takes action to collect all tenant charges and will continue to pursue collection of the accounts included in this write-off. Amounts to be written-off are summarized by program below.

PH AMP 1:	\$11,845.32
PH AMP2:	17,585.70
PH AMP3:	25,869.11
Valley View:	40,213.94
Felix Torres Year Round:	4,116.65
TOTAL:	\$99,630.72

RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt Resolution No. 2015-25, authorizing the Executive Director or her designee to declare the amounts uncollectible and to write off the uncollected amounts as a loss.

RESOLUTION NO. 2015-25

APPROVING THE WRITE-OFF FOR BAD DEBTS FROM TENANTS' ACCOUNTS RECEIVABLE

WHEREAS, from time to time, tenants move out of Housing Authority units owing money to this Authority; and

WHEREAS, after making diligent effort to collect these debts without much success; and

WHEREAS, it is not in the best interest of the financial position of this Authority to carry these past delinquencies for an extended period.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve the write-off of the tenant delinquent accounts that are attached for the different Housing Programs.

The foregoing resolution was introduced at the October 6, 2015 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nayes:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Aged Receivables Report

Detail by Property
For Selected Properties
Trans through: 9/2014
Age As of: 9/30/2014

Page 1

Property	Total Unpaid Charges	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Prepayments	Balance
012a PH - Atwater	10,171.00	269.40	0.00	10.00	9,891.60	-112.00	10,059.00
012b PH - Winton	1,400.17	0.00	0.00	0.00	1,400.17	0.00	1,400.17
012c PH - Dos Palos - Alleyne	1,720.11	105.32	0.00	0.00	1,614.79	0.00	1,720.11
012d PH - Dos Palos - Globe	6,243.61	53.00	23.00	0.00	6,167.61	-104.00	6,139.61
atw Atwater Elderly	920.00	0.00	0.00	0.00	920.00	-10.00	910.00
ca023001 PH - Merced	8,217.62	1,492.84	208.00	0.00	6,516.78	-526.94	7,690.68
ca023002 PH - Los Banos	5,415.81	380.00	-61.79	0.00	5,097.60	-169.00	5,246.81
ca023003 PH - Atwater - Cameo	2,467.60	174.00	0.00	0.00	2,293.60	0.00	2,467.60
ca023004 PH - Los Banos - Abby, B, C & D	9,693.19	30.00	0.00	0.00	9,663.19	0.00	9,693.19
ca023005 PH - Dos Palos - West Globe	1,923.98	0.00	410.94	0.00	1,513.04	-122.50	1,801.48
ca023006 PH - Livingston	3,546.93	19.00	0.00	0.00	3,527.93	-191.50	3,355.43
ca023010 PH - Merced	3,107.70	545.00	132.00	0.00	2,430.70	-246.00	2,861.70
ca023011 PH - Los Banos - J & K St	872.41	0.00	0.00	0.00	872.41	-226.36	646.05
ca023013 PH - Merced Sr	520.00	6.00	0.00	0.00	514.00	-163.65	356.35
dp Dos Palos Elderly	4,192.57	0.00	0.00	0.00	4,192.57	-15.00	4,177.57
ft-yr Felix Torres Year Round Center	4,116.65	20.00	0.00	0.00	4,096.65	-275.14	3,841.51
mid Midway	35,101.37	1,758.13	-1,209.00	218.53	34,333.71	-920.29	34,181.08
Total	99,630.72	4,852.69	-496.85	228.53	95,046.35	-3,082.38	96,548.34

